

H-1B Visa Check Sheet

For Cases Reviewed by H-1B Visa Review Committee (HVRC)*

Name:

IC:

Lab/Branch:

Present Position/level:

Proposed Position/level:

Please submit original copy of the following information with the case:

1. Cover sheet specifying the type of visa the fellow is currently on, the dates that it was issued and renewed, the expiration date of the current visa, and whether the fellow has already applied for a waiver
2. CV and bibliography.
3. Memorandum to the Chairman, HVRC, from the Scientific Director.
This should briefly address:
 - the scientific qualifications of the individual
 - the programmatic need for hiring this particular individual
 - the future plans of the IC, if any, for the individual at NIH

_____ **Approved**

_____ **Disapproved**

Chairman, HVRC

Date

****Applicability: Requests for authorization to use H-1B visas to retain an individual at NIH whose J-1 Visa has been extended by the Department of State beyond 3 years must be recommended by the OIR H-1B Visa Review Committee (HVRC) prior to being processed by ORS/DIS. [Revised NIH Policy on Use of H-1B Visas (November 15, 2000)]***